

CLASS TITLE: CLINICAL ADMINISTRATOR (MHRH)

Class Code: 02504700

Pay Grade: 40A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To administer, plan, organize, coordinate and supervise a comprehensive clinical program which delivers habilitative services to the physically, mentally and/or developmentally disabled in both hospital and community-based settings; to maintain all necessary or desirable clinical, administrative and fiscal accreditations or certifications as appropriate; to implement treatment and rehabilitative programs; to coordinate relevant academic linkages and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and reports for technical competence and conformance to established policies and general instructions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews the work of a variety of managerial, professional, technical, direct care, support and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To administer, plan, organize, coordinate and supervise a comprehensive clinical program which delivers habilitative services to the physically, mentally and/or developmentally disabled in both hospital and community-based settings.

To maintain all necessary or desirable clinical, administrative and fiscal accreditations and certifications.

To implement treatment and rehabilitative programs.

To coordinate relevant academic linkage programs and university affiliations.

To direct the programs and activities of the various habilitative units such as Psychological, Social and Physical Rehabilitation Services, Therapeutic Activities and others as assigned, to coordinate these activities with other treatment, staff and support units.

To monitor and evaluate the work of habilitative and other units as assigned in delivering hospital, residential and programmatic services and to make the necessary changes to insure the effectiveness of these programs.

To develop new programs and outcome measures responsive to changing technologies, accreditation and reimbursement requirements and client need.

To participate in staff conferences and to develop a comprehensive work program in cooperation with all units and programs.

To administer and review the planning, development and implementation of all methods and programs and to conduct some training sessions.

To prepare informational material for public dissemination relative to programs for the disabled.

To assist in and coordinate the preparation of the budget for administered units.

To insure the integration of the delivery of services in an interdisciplinary model.

To perform the responsibilities of duty officer and to serve as a superior's designee as required.

To chair, lead and participate in a variety of committees and workgroups at both the Department and unit levels.

To oversee a patients' rights program.

To administer and oversee designated group homes.

To set up and monitor individual and agency service contracts.

To develop, implement, monitor and evaluate grant programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in administering a program which provides development, education, training and habilitation to physically, mentally and/or developmentally disabled clients in both hospital and community-based settings; a thorough knowledge of the principles, practices and techniques relative to program delivery with a disabled population; the ability to plan, supervise, coordinate and review a managerial professional, technical and clerical staff engaged in such a program; the ability to administer a number of units providing habilitative services and programs to the disabled; a thorough knowledge of the individual emotional, behavioral and environmental patterns affecting the disabled and the ability to apply such knowledge in planning, developing and implementing various educational and habilitative programs leading to the fullest possible development of the individual in both hospital and community-based settings; a thorough knowledge of community resources for the disabled and the ability to apply such knowledge; the ability to establish and maintain a sound program of public relations to inform the public as to the needs and problems of the disabled and to encourage community participation, as relevant, to meet such needs and problems cooperatively; the ability to establish and maintain effective working relationships with supervisors and associates, unions and their members, the community and public, and other public and private agencies; and related knowledge, skills, abilities and capacities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree from an accredited institution of higher education in a Human Services field; and

Experience: Such as may have been gained through: considerable employment in a supervisory capacity in a human service program providing a variety of services to a physically, mentally and/or developmentally disabled population.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 7, 1998

Editorial Review: 3/15/03